



Maryland Historical Trust

e106 USER GUIDE

October 2023

WELCOME TO MHT'S ONLINE PROJECT SUBMITTAL SYSTEM

Through the MHT e106 system, users provide their requests for MHT review of state and federal projects by completing an online form and uploading required attachments. The system accepts, tracks, and responds to individual review requests with MHT's official comments regarding project effects to historic and archeological resources. MHT e106 offers improved program efficiencies in the project review process and meets goals for paperless submittals. In this guide you will learn how to:

1. [Access MHT's e106 Website](#)
2. [Create Accounts](#)
3. [Navigate Your e106 Dashboard](#)
4. [Create and Submit a Project](#)

CHAPTER 1. How to Access the MHT e106 Website

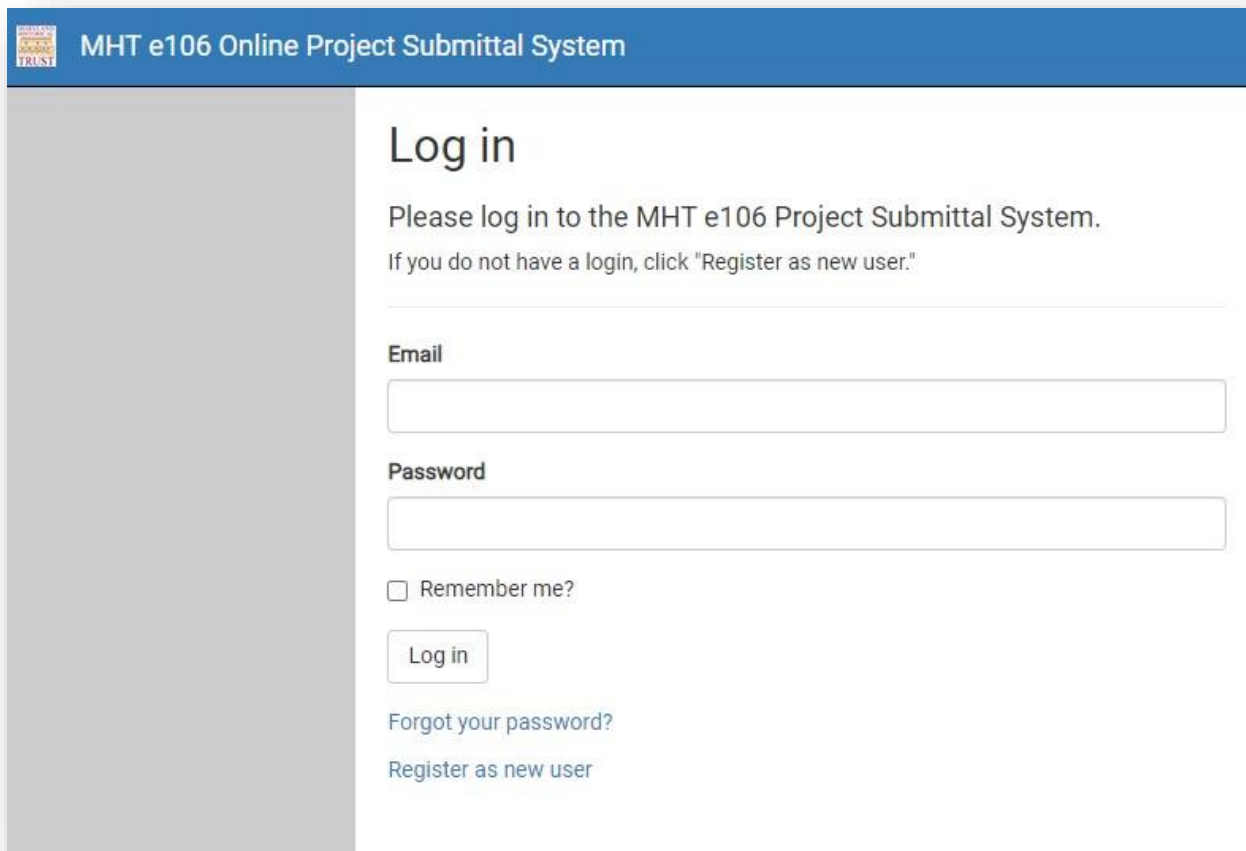
To Access the MHT e106 Website, please



or copy and paste the following web address into your computer's browser:

<https://apps.mht.maryland.gov/OnlineComplianceLog>.

The link will take you to the **Log in** screen where you can "Register as New User" or enter your email and password for your user account.



The screenshot shows the login interface of the MHT e106 Online Project Submittal System. The header is blue with the system name and a logo. The main content area is white and contains the 'Log in' title, instructions, and input fields for email and password. There is also a 'Remember me?' checkbox, a 'Log in' button, and links for 'Forgot your password?' and 'Register as new user'.

MHT e106 Online Project Submittal System

Log in

Please log in to the MHT e106 Project Submittal System.
If you do not have a login, click "Register as new user."

Email

Password

☐ Remember me?

Log in

[Forgot your password?](#)

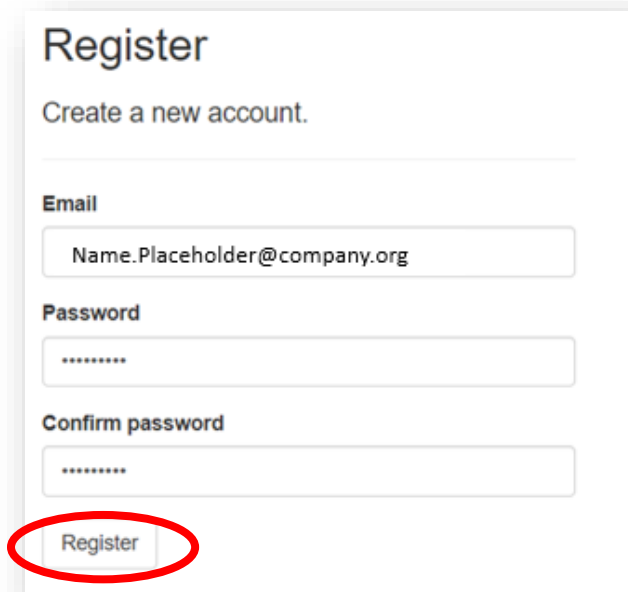
[Register as new user](#)

CHAPTER 2. How to Set Up Your e106 Account

Welcome to MHT's e106 System! You will need to create an account so you can use the MHT e106 system for your project review submittals.

Please note that e106 user accounts are tied to an individual email address. Each individual user may submit, view, and receive MHT responses for projects submitted by that user. If an organization or agency has multiple e106 users and wants to be able to view all its projects in a single dashboard, it will need to create or designate a single email address to use for its e106 account.

Please follow the steps below to get started!

A screenshot of the 'Register' form. The title 'Register' is at the top. Below it is the instruction 'Create a new account.' There are three input fields: 'Email' with the placeholder 'Name.Placeholder@company.org', 'Password' with masked characters, and 'Confirm password' with masked characters. At the bottom is a 'Register' button, which is circled in red.

Register

Create a new account.

Email

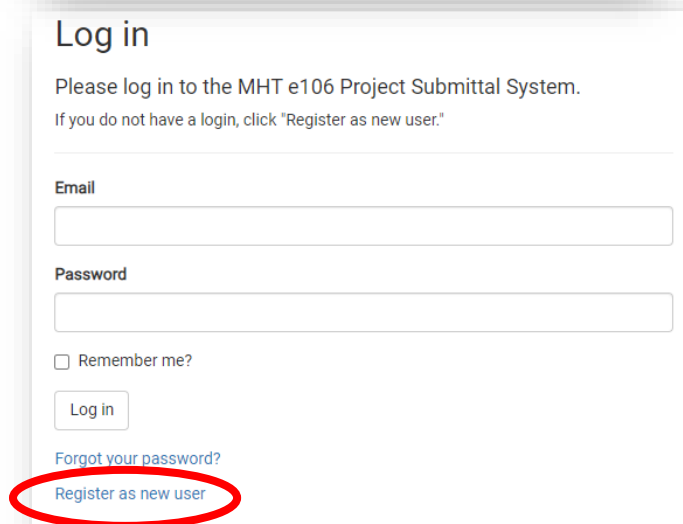
Name.Placeholder@company.org

Password

Confirm password

Register

Begin by clicking the “Register as a new user” link on the Login page.

A screenshot of the 'Log in' form. The title 'Log in' is at the top. Below it is the instruction 'Please log in to the MHT e106 Project Submittal System.' and a link 'If you do not have a login, click "Register as new user."' There are two input fields: 'Email' and 'Password'. Below them is a checkbox for 'Remember me?' and a 'Log in' button. At the bottom are two links: 'Forgot your password?' and 'Register as new user', which is circled in red.

Log in

Please log in to the MHT e106 Project Submittal System.

If you do not have a login, click "Register as new user."

Email

Password

☐ Remember me?

Log in

[Forgot your password?](#)

[Register as new user](#)

Enter your email address, password, and password confirmation, and click “Register.”

Pending Confirmation

Thank you for creating an account with the Maryland Historical Trust. Please check your email, and click the confirmation link in the message you just received to activate your account.

[Click here](#) to return to the login page.

The e106 system will now send an email to the address used to register your account. Please open the email and click on the link to confirm your account. You must complete this step to begin using the e106 system. If you do not receive a timely email reply from the e106 system, please check your spam folder.

MHT e106 User Account - Confirm your email Inbox x



Maryland Historical Trust <DoNotReply@maryland.gov>

Thank you for requesting a MHT e106 User account.

Before you can log in, you must confirm your account by [clicking here](#).

Once you have clicked the link, your email will be confirmed and you can login and add your contact information.

Confirm email

Thank you for confirming your email.

[Click here](#) to login and add your contact information

You will receive an email thanking you for creating an account.

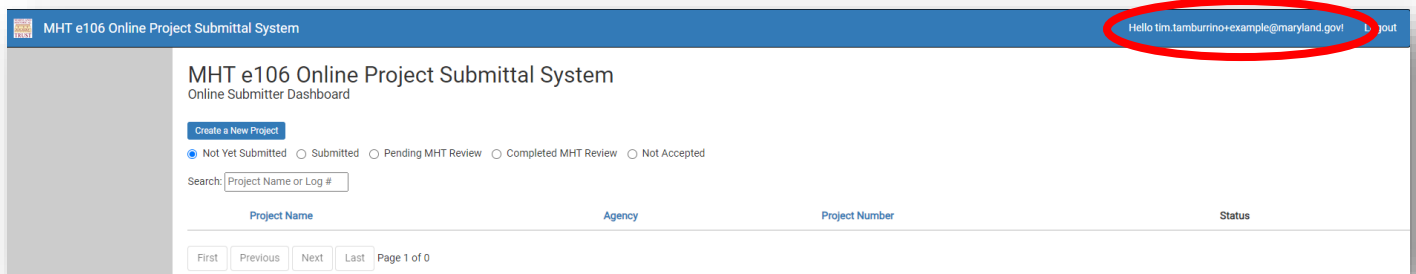


Maryland Historical Trust <DoNotReply@maryland.gov>

This is to notify you that you have successfully created a User account for MHT e106.

Thank you for creating an MHT e106 User account. Use this account to electronically submit projects to MHT for review pursuant to Section 106 of the National Historic Preservation Act of 1966 and/or the Maryland Historical Trust Act of 1985. Follow the submittal instructions and guidance on the online MHT e106 Compliance Log Dashboard to assist you in preparing complete submittals. Please note that MHT e106 may not be used for project reviews under other MHT programs such as easements, rehabilitation tax credits, and grants.

Please login to your account and click on the username located at the top right corner of the banner.



MHT e106 Online Project Submittal System

Online Submitter Dashboard

Create a New Project

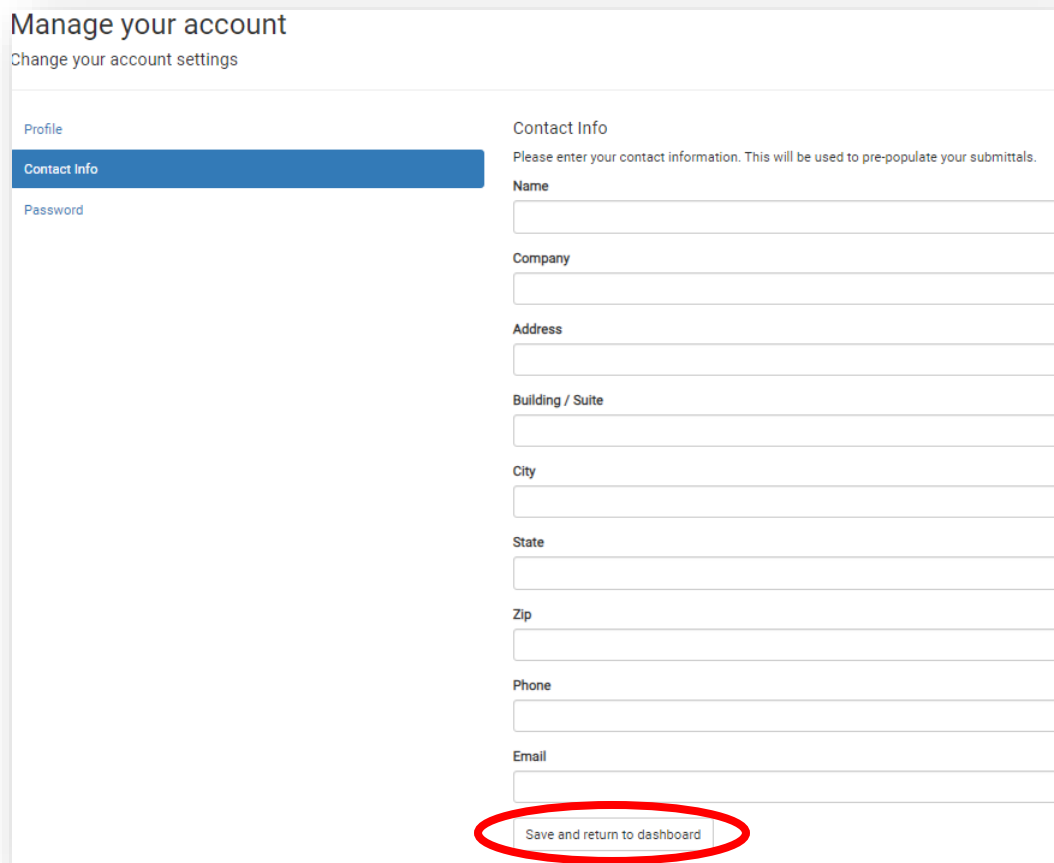
☒ Not Yet Submitted ☐ Submitted ☐ Pending MHT Review ☐ Completed MHT Review ☐ Not Accepted

Search:

Project Name	Agency	Project Number	Status
First	Previous	Next	Last

Page 1 of 0

Complete the blank fields in your Profile and Contact Info tabs. This information will be used to auto-complete various sections of a project submittal when creating a new project.



Manage your account

Change your account settings

Profile

Contact Info

Password

Contact Info

Please enter your contact information. This will be used to pre-populate your submittals.

Name

Company

Address

Building / Suite

City

State

Zip

Phone

Email

Save and return to dashboard

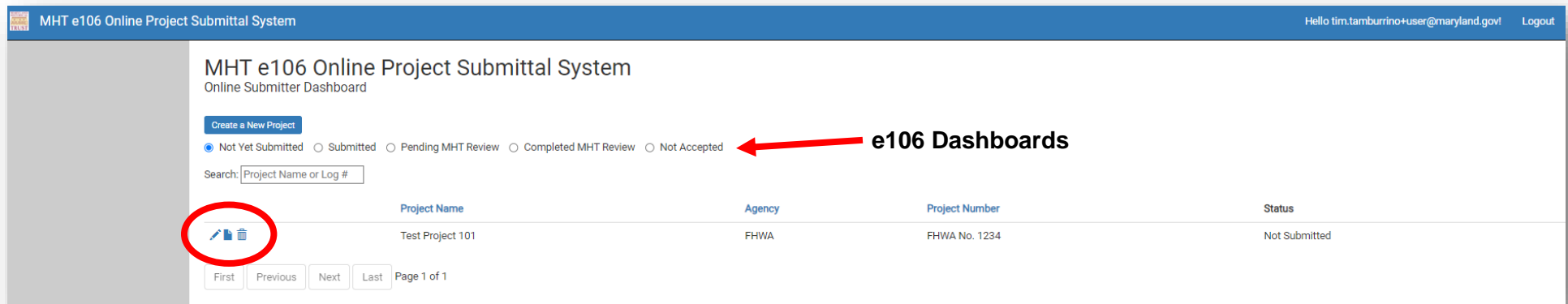
Clicking “Save and Return to Index” will update the contact info and send you to the main dashboard page. You are now ready to start using the MHT e106 Online Project Submittal System.

CHAPTER 3. Navigating Your e106 Dashboards

Log into your e106 account using your email and password. Once open, make sure the blue banner displays the correct email address for your account. There are five Dashboard options to choose from: Not Yet Submitted, Submitted, Pending MHT Review, Completed MHT Review, and Not Accepted. e106 users are only able to view projects they have created and/or submitted to MHT for review and comment. The e106 system does not have access to the full project database and cannot be used to search for projects not generated by the individual e106 user. MHT's current online Project Review & Compliance Log Database website [<https://apps.mht.maryland.gov/compliancelog/>] will remain the primary search tool for the entire database of project review submittals, regardless of their source.

To open a dashboard view, click in the circle next to the dashboard name.

Not Yet Submitted Dashboard: This dashboard will list the project submittals that you have started but have not yet submitted to MHT. It will also contain projects that were created by the e106 user and submitted to MHT but were returned by MHT as insufficient. When MHT does not accept a submittal, the user receives an email indicating what additional information needs to be provided (such as a map, photos, etc.). Once the user has uploaded the additional items requested by MHT, they can edit and resubmit the project to MHT to begin formal review. [Note: These are projects that did not make it through the MHT threshold review and into the e106 system for review given the lack of key information.] The dashboard list includes Project Name, Agency, Project Number (Agency #), and Status – which will display as *Not Submitted*. These projects do not yet have MHT Log #s as they have not been submitted to or accepted by MHT.



To access a project on this dashboard you can select from the pencil/paper/trashcan icon, circled in red above.

Edit (pencil) = allows you to open, view, and continue editing the record, and then submit it to MHT when ready.

View (paper) = shows you a read-only view of the record. You cannot make changes.

Delete (trashcan) = allows you to delete the record from your account.

Submitted Dashboard: The Submitted Dashboard shows all the projects that you have created and submitted to MHT that are pending MHT threshold review and the assignment of MHT log numbers. This dashboard list shows Date Submitted, Project Name, Agency, Agency Project Number (if applicable to your project), and Status – which will display as *Submitted*. These projects do not yet have MHT log numbers as they have not been accepted into e106 by MHT. From this dashboard, e106 users are only able to open and view the details of the submittal by selecting the View icon. You are not able to make any edits or perform other actions to the project at this stage. Please email MHT at mht.section106@maryland.gov if you need to revise or rescind a project after submitting.

MHT e106 Online Project Submittal System
Online Submitter Dashboard

Create a New Project

☐ Not Yet Submitted ☒ Submitted ☐ Pending MHT Review ☐ Completed MHT Review ☐ Not Accepted

Search: [Project Name or Log #]

Date Submitted	Project Name	Agency	Project Number	Status
10/4/2023	Test Project 101	FHWA	FHWA No. 1234	Submitted

First Previous Next Last Page 1 of 1

Pending MHT Review Dashboard: The Pending MHT Review Dashboard shows all the e106 user's current projects that are under review by MHT. This dashboard list shows Date Received (by MHT), Log Number (MHT Log #), Project Name, Agency, Agency Project Number, and Status which will display as - *Pending Review*. From this dashboard, users are only able to open and view the details of the submittal by selecting the View icon. You are not able to make any edits or other actions to the project.

MHT e106 Online Project Submittal System
Online Submitter Dashboard

Create a New Project

☐ Not Yet Submitted ☒ Pending MHT Review ☐ Completed MHT Review ☐ Not Accepted

Search: [Project Name or Log #]

Date Received	Log Number	Project Name	Agency	Project Number	Status
7/24/2023	202300141	McKinstrys Mill Road over Sams Creek Bridge No. CL-243 Replacement	FHWA		Pending Review
5/24/2023	202300104	FR DPW - Flint Hill Road	MDE	202360708	Pending Review
5/24/2023	202300105	RAISE East-West Transit Priority Project	FTA		Pending Review
5/24/2023	202300106	Belvidere Roadway Improvements	COE		Pending Review
3/9/2023	202300052	Gregg Road Bridge Maintenance	MDE		Pending Review
3/9/2023	202300043	Brookeville Bypass, MD 97 From South of Goldmine Road to North of Holiday Drive	FHWA		Pending Review

First Previous Next Last Page 1 of 1

Completed MHT Review Dashboard: The Completed MHT Review Dashboard shows all the e106 user's projects where the review has been completed by MHT for that submittal. This dashboard list shows Date Received (by MHT), Log Number (MHT #), Project Name, Agency, Agency Project Number, MHT Response, MHT Response Date, and a Link to the Response PDF. From this dashboard, users can open and view the details of the submittal by selecting the View icon and open a PDF of MHT's response. You are not able to make any edits or other actions to the submittal. Follow-up consultation would be regarded as a new submittal.

MHT e106 Online Project Submittal System
Online Submitter Dashboard

Create a New Project

☐ Not Yet Submitted ☐ Submitted ☐ Pending MHT Review ☒ Completed MHT Review ☐ Not Accepted

Search:

Date Received	Log Number	Project Name	Agency	Project Number	Review Code	MHT Response Date	Link to Response PDF
9/25/2023	202300162	Hurley Avenue Bridge No. MR-03 Replacement	FHWA		No historic properties in APE	9/25/2023	View Response PDF
9/25/2023	202300163	MD 223 at Floral Park Roundabout	FHWA		Ongoing Consultation	9/25/2023	View Response PDF
9/20/2023	202300150	Proposed Cambridge to Seaford and Hurlock to Preston Spur Rail Line Railbanking/Exempt Abandonment	MTA		No historic properties in APE	9/20/2023	View Response PDF
9/20/2023	202300151	Remedial repairs to Bridge No. 2200900 and Bridge No. 2202800	FHWA		No adverse effect	9/20/2023	View Response PDF
9/20/2023	202300152	Replacement of Bridge No. AC09, Cumberland Street over CSX Transportation Railroad	FHWA		No adverse effect	9/20/2023	View Response PDF

Not Accepted Dashboard: The Not Accepted Dashboard shows only the projects that the e106 user created and submitted to MHT but were rejected by MHT for inclusion into e106. This would apply to account holders attempting to use e106 for their tax credit application, local review, or for projects not subject to MHT review due to no federal/state involvement. MHT will be judicious in its use of the *Not Accepted* option, and it is not intended to apply to projects with insufficient information. If there is any doubt that a project may be subject to review, MHT will use the Insufficient option instead of *Not Accepted*. The dashboard list shows Date Received, Project Name, Agency, and Status – which will display as *Not Accepted*. These projects do not have MHT Log #s as they were not accepted into e106 by MHT. You are not able to make changes to submittals returned as *Not Accepted*.

MHT e106 Online Project Submittal System
Online Submitter Dashboard

Create a New Project

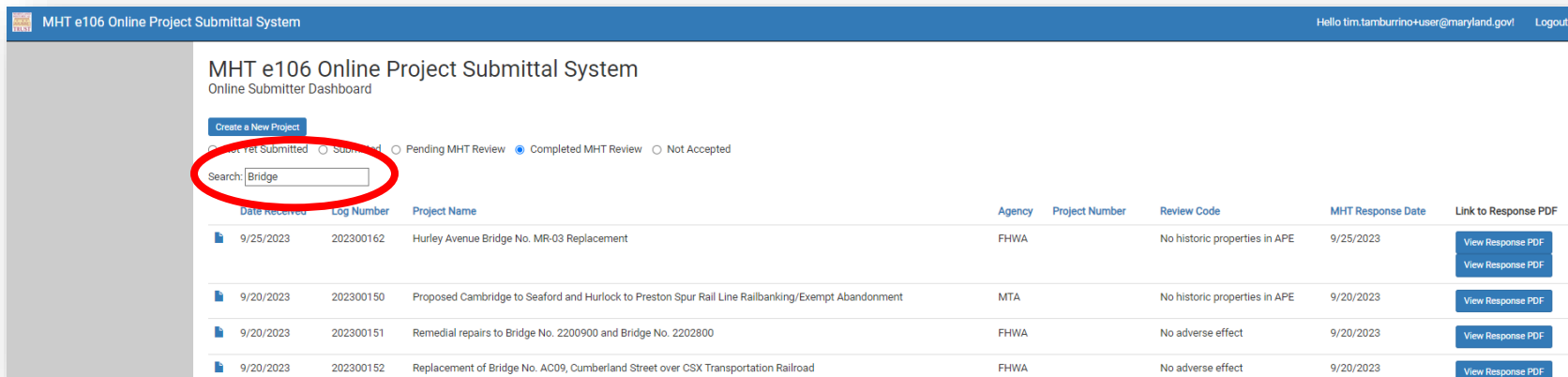
☐ Not Yet Submitted ☐ Submitted ☐ Pending MHT Review ☐ Completed MHT Review ☒ Not Accepted

Search:

Date Received	Project Name	Agency	Status
	Test Project 101	FHWA	Not Accepted

First Previous Next Last Page 1 of 1

Search Functions for the Dashboards: Each of the dashboards has a Search function that allows you to search by key words in the Project Name or MHT Log #. Just type in your desired search parameter and the dashboard will display the record(s) that meet the specified search. To return to your full dashboard view, delete what you entered in the Search field.



MHT e106 Online Project Submittal System

Hello tim.tamburrino+user@maryland.gov! Logout

MHT e106 Online Project Submittal System
Online Submitter Dashboard

Create a New Project

☐ Not Submitted ☐ Submitted ☐ Pending MHT Review ☒ Completed MHT Review ☐ Not Accepted

Search: Bridge

Date Received	Log Number	Project Name	Agency	Project Number	Review Code	MHT Response Date	Link to Response PDF
9/25/2023	202300162	Hurley Avenue Bridge No. MR-03 Replacement	FHWA		No historic properties in APE	9/25/2023	View Response PDF
9/20/2023	202300150	Proposed Cambridge to Seaford and Hurlock to Preston Spur Rail Line Railbanking/Exempt Abandonment	MTA		No historic properties in APE	9/20/2023	View Response PDF
9/20/2023	202300151	Remedial repairs to Bridge No. 2200900 and Bridge No. 2202800	FHWA		No adverse effect	9/20/2023	View Response PDF
9/20/2023	202300152	Replacement of Bridge No. AC09, Cumberland Street over CSX Transportation Railroad	FHWA		No adverse effect	9/20/2023	View Response PDF

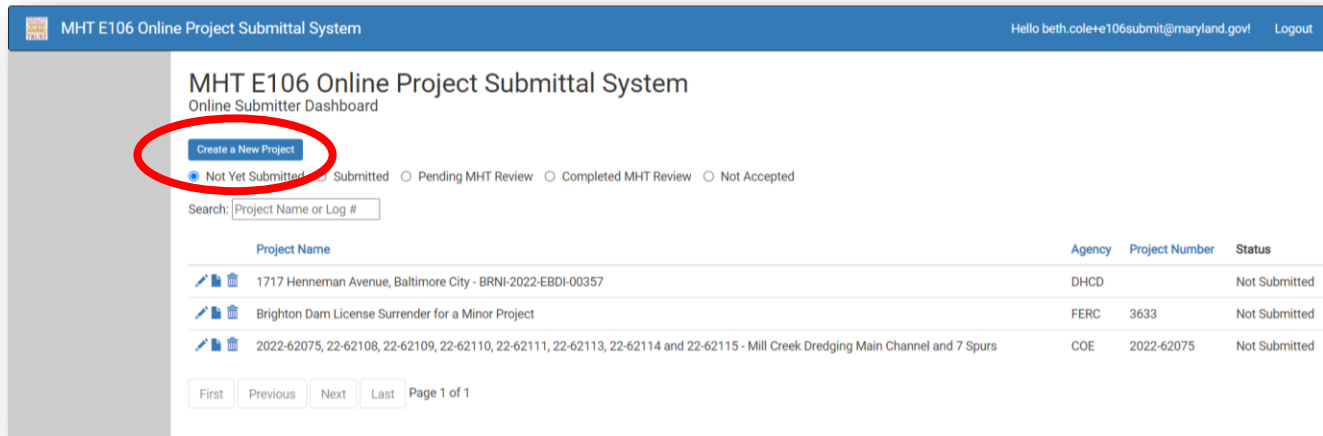
Additional Resources on the Dashboards: When you scroll to the bottom of the page on any of the dashboards, you will find helpful links to additional resources about using MHT's e106 system, links to MHT's website and MHT's Medusa Cultural Resources Information System, and links to various sections of the MHT Project Review website. Click on the desired links to explore these resources, which will open in a new browser.

Using the MHT e106 Online Project Submittal System <ul style="list-style-type: none">User Guide	About the Maryland Historical Trust <ul style="list-style-type: none">MHT WebsiteMedusa Cultural Resource Information System	About Project Review at the Maryland Historical Trust <ul style="list-style-type: none">Section 106 ReviewFact SheetProject Review SearchReview and Compliance Staff
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CHAPTER 4. How To Create and Submit a Project

Log into your e106 account using your email and password. Once open, make sure the blue banner displays your correct email address. To begin working on a project review request, **click on the *Create A New Project* button.**



Creating a New Project: The e106 system takes the user through a seven-step process to guide you through completion of the submittal form, add the required attachments, and submit the project to MHT’s e106 system for review. You can navigate between the seven screens in the project data entry process in multiple ways by:

- Selecting the numbered section across the top of the screen;
- Selecting from the buttons at the bottom of the screen: **Previous**, **Save and Return Later** (which moves the record to your Not Submitted Dashboard) or **Next**; or
- Choosing the **Back to Dashboard** option at the bottom of the page.

Throughout the data entry screens you will see help icons by certain items. If you click on the  icon, it will open a data tool tip for further guidance. Clicking on the  icon will open the applicable section of the User Guide.

e106 automatically saves your data when you navigate between the seven sections.

To continue working on a project that you have started but not yet submitted, select the desired project from your *Not Yet Submitted* Dashboard and click on the Edit (pencil) icon to open, view, and continue editing the record, and then submit it to MHT when ready.

Now let’s walk through the seven sections of the project submittal process.

Section 1 – Primary Contact

The screenshot shows the 'Section 1 – Primary Contact' form within a multi-step navigation system. The steps are: 1. Primary Contact (active), 2. Overview, 3. Project Details, 4. Location, 5. Historic Properties, 6. Attachments, and 7. Review. The form is titled 'Section 1 – Primary Contact' with a document icon. A tooltip instructs: 'Please enter the contact information for the person who is submitting this project.' The form fields are as follows:

Primary Contact Information	
Contact Name	Submittal Source ⓘ
Joe Smith	Agency
Company/Agency/Organization	
MDOT State Highway Administration	
Mailing Address	City
707 N. Calvert Street	Baltimore
Email	State
example@maryland.gov	MD
Phone Number	Zip
123-456-7890	21201

Below the Primary Contact section is the 'Secondary Contact (if applicable)' ⓘ section. A tooltip instructs: 'Please enter the contact information for the associated agency/project sponsor on whose behalf this project is being submitted, if applicable.' The fields are:

Secondary Contact Information	
Contact Name	Agency/Project Sponsor
Jane Adams	City of Rockville DPW
Email	
example@maryland.gov	

At the bottom of the form are three buttons: 'Previous', 'Save and Return Later', and 'Next'.

The Primary Contact auto-populates with your contact information from your user account profile. e106 will send its system emails to the Primary Contact email address established in the user account and noted in the email field in Section 1. You can edit the information listed in this section to fit your project needs.

For Submittal Source – the tool tip says, “Select the option that best represents the preparer’s role for this specific submittal.” For example, a local government receiving a federal grant should identify as an applicant.

The Secondary Contact fields are optional. The tool tip says, “Please complete this field if you are submitting this form on behalf of an agency or project sponsor other than yourself.” The example above shows a form submitted by MDOT SHA on behalf of a local government receiving federal aid.

Section 2 – Overview

The screenshot shows the 'Section 2 – Overview' form in the MHT e106 Online Project Submittal System. The form is part of a multi-step process, with '2. Overview' currently selected. The steps are: 1. Primary Contact, 2. Overview, 3. Project Details, 4. Location, 5. Historic Properties, 6. Attachments, and 7. Review. The form contains the following fields and controls:

- Section 2 – Project Overview** (with a book icon)
- Please enter the name and descriptive information for this project.*
- Submittal Type** (dropdown menu, currently set to 'A new project')
- Check if this is pre-application** (checkbox, currently unchecked)
- Project Name** (text input field, containing 'Replacement of Bridge No. MR-03, Hurley Avenue, Rockville')
- Primary Agency** (dropdown menu, currently set to 'Federal Highway Administration')
- Project Number** (text input field, currently empty)
- Secondary Agency (if any)** (dropdown menu, currently set to 'State Highway Administration (S)')
- Project Number** (text input field, currently empty)
- Project Description** (text input field, containing 'The City of Rockville proposes to remove and replace Bridge No. MR-03. The project will also include stream restoration.'
- Navigation buttons:** 'Previous', 'Save and Return Later', and 'Next'.

For Submittal Type, select the option that best applies to your submittal: a new project, ongoing project consultation (for submittals of additional requested information), or consultation under an MOA/PA.

Pre-application – check only if submittal is to request MHT pre-application comments for a possible MDE/COE permit application.

Use a distinct name and project address as the Project Name, when possible. Due to privacy issues, please do not use an applicant's name as the Project Name. For example, *Burtis House Stabilization - Loan of 2023, 69 Prince George Street, Annapolis* or *New construction on 4 Lots, Douglas Street, Pine Street Neighborhood, Cambridge*.

Select the Primary Agency from the drop-down selections and add an Agency Project Number (such as EMIRC, MDE permit #, DNR #, FCC filing #), if any. For state agency projects receiving federal funds, please list the federal agency as the Primary Agency, then select the appropriate state agency as Secondary Agency. For projects that receive bond bill grants from the MD General Assembly, the applicable state agency is *Board of Public Works*. Be sure to state the year of the grant in the Project Name. We request this protocol since MHT tracks its reviews by funding source for federal and state reporting purposes.

Provide a brief Project Description (not to exceed 250 characters). Detailed project information must be included in the attachments. If your description exceeds the size limit, you will get an error message when you try to proceed to the next step. You can cut and paste the description from your submittal letter/memo.

Section 3 – Project Details

1. Primary Contact2. Overview3. Project Details4. Location5. Historic Properties6. Attachments7. Review

Section 3 – Project Details (Optional if included in attachments) ?

Project Activity

This project includes (check all applicable)

☒ New Construction

☒ Demolition

☐ Rehabilitation

☐ Addition to Existing Building/Structure

☐ Acquisition or disposal of land and/or buildings

☐ Non-Construction - planning/refinancing/interpretation/equipment purchase

Existing Buildings

Check if this project involves existing buildings or structures

☒

If yes, approximate date of construction, if known

1969

Past and Present Land Uses

Describe past and present land uses (check all applicable)

☐ Agricultural

☒ Developed (residential, commercial)

☐ Industrial/utilities (mining, landfill, utility)

☐ Undeveloped (woods, open space)

Additional Notes (if any)

Project Types

This project includes (check all applicable)

☐ Agricultural (farms, livestock, poultry houses, best practices)

☐ Cultural (museums, performing arts, non-profits)

☐ Education (schools and universities)

☐ Energy/Utilities/Infrastructure (gas & electric, solar, sewer/water lines, cell towers)

☐ Environmental (wetlands, stream restoration, reforestation)

☐ Government facilities (military, public safety, administration, etc.)

☐ Health care (hospitals, medical facilities)

☐ Housing/Community development (residential, commercial)

☐ Industry/extraction/waste (mining, landfills, timbering)

☐ Recreation and parks (trails, playgrounds, etc.)

☒ Shoreline/waterways (piers, bulkheads, dredging, aquaculture)

☒ Transportation improvements (roads, bridges, rail, transit, air, port)

Previous

Save and Return Later

Next

For Project Details – check all applicable items that apply to the proposed project activities, past and present land uses, and project types. Users may leave this page blank if this information is included within the submitter’s attachment.

Section 4 – Project Location

1. Primary Contact 2. Overview 3. Project Details 4. Location 5. Historic Properties 6. Attachments 7. Review

Section 4 – Project Location

Please provide the address or location of the project area. Use Latitude and Longitude only for projects with no street address (in the Bay, on a mountaintop)

Address **City** **State** **ZIP Code**

County **Vicinity or General Description (if no address)**

Latitude **Longitude** **Waterway**

Converter: degrees/minutes/seconds to decimal degrees

Previous Save and Return Later Next

For Project Location - enter a street address where available and select the appropriate County.

Select *Maryland* for County if the project involves multiple counties or is statewide in nature.

For projects that don't have a defined street address use the following fields, as applicable:

- Vicinity or General Description – write a general description of the project location.
- Latitude/Longitude – use only for water or wilderness-based locations with no address, click on the converter button to translate degrees/minutes/seconds to decimal degrees.
- Waterway – use only for water-based projects and note the name of the waterway (Chesapeake Bay, Worton Creek).

A map of the project location is a required attachment.

Section 5 – Identification of Historic Properties

The screenshot shows the '5. Historic Properties' step in a multi-step process. The steps are: 1. Primary Contact, 2. Overview, 3. Project Details, 4. Location, 5. Historic Properties (active), 6. Attachments, and 7. Review. A progress bar is at the top. The section title is 'Section 5 – Identification of Historic Properties' with a note '(Optional if included in attachments)' and a help icon. Below is a paragraph of instructions: 'Check appropriate box if there is a known historic property or if the project area has been subject to prior archaeological research. In the adjacent field enter the inventory number or archaeological report title, if known. Click here to search using Medusa.' There are five rows, each with a checked checkbox and a text input field. The inputs are: 'AA-2046', 'AA-2046', 'Annapolis Historic District', 'AA-626', and '18AP2'. At the bottom are three buttons: 'Previous', 'Save and Return Later', and 'Next'.

1. Primary Contact 2. Overview 3. Project Details 4. Location 5. Historic Properties 6. Attachments 7. Review

Section 5 – Identification of Historic Properties (Optional if included in attachments) ?

Check appropriate box if there is a known historic property or if the project area has been subject to prior archaeological research. In the adjacent field enter the inventory number or archaeological report title, if known. [Click here](#) to search using Medusa.

<input checked="" type="checkbox"/> Listed in the National Register	AA-2046
<input checked="" type="checkbox"/> Included in the Maryland Inventory of Historic Properties	AA-2046
<input checked="" type="checkbox"/> Designated historic by a local government	Annapolis Historic District
<input checked="" type="checkbox"/> Subject to an easement held by MHT	AA-626
<input checked="" type="checkbox"/> Previously subject to archeological investigations	18AP2

Previous Save and Return Later Next

Step 5 allows the submitter to provide information about historic properties in the project area, if known. Simply type the Maryland Inventory of Historic Properties (MIHP) number or MHT library report number in the field. Leave the field blank if unknown or if you are providing that information in an attachment.

Selecting “**Click Here**” opens MHT’s Medusa Cultural Resource Information System (Medusa) in a new browser if a Submitter wants to look up their project area by address.

Section 6 – Attachments

1. Primary Contact 2. Overview 3. Project Details 4. Location 5. Historic Properties 6. Attachments 7. Review

Section 6 – Attachments ?

Attachments are required! Please attach all relevant project documentation. The file size limit is 60MB. Accepted file types: doc, docx, pdf, png, txt, rtf, jpg, xlsx, zip.

Attached Files:

Filename

Step 1: Locate your file

Choose File No file chosen

Step 2 (Optional): Tell us what your file contains (Check all that apply)

☐ Submittal Letter ☐ Expanded Description

☐ Drawings ☐ Photos

☐ Maps ☐ Other

Step 3: Add your file ?

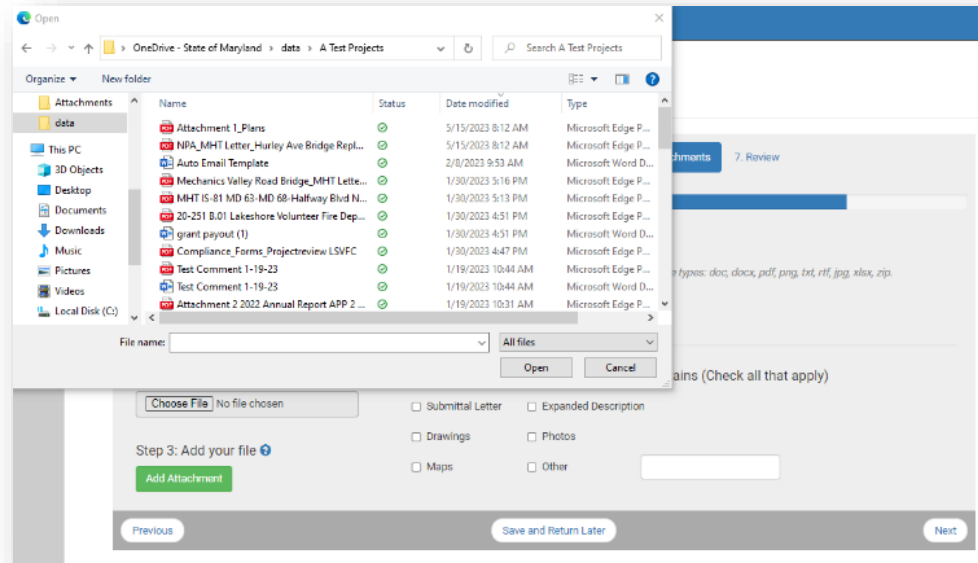
Add Attachment

Previous **Save and Return Later** **Next**

Attachments are required!

To add attachments to your project submittal, first locate the file by selecting **Choose File**, which will open a window where you can select the file of your choice from your documents.

Highlight the desired file and select **Open**.



1. Primary Contact 2. Overview 3. Project Details 4. Location 5. Historic Properties 6. Attachments 7. Review

Section 6 – Attachments ?

Attachments are required! Please attach all relevant project documentation. The file size limit is 60MB. Accepted file types: doc, docx, pdf, png, txt, rtf, jpg, xlsx, zip.

Attached Files:

Filename

Step 1: Locate your file

NPA_MHT Le...t_signed.pdf

Step 2 (Optional): Tell us what your file contains (Check all that apply)

☐ Submittal Letter ☐ Expanded Description

☐ Drawings ☐ Photos

☐ Maps ☐ Other

Step 3: Add your file ?

You will then see the file named in the **Choose File** box.

Check the appropriate boxes that indicate what information is included in the attachment. This is just a general prompt; it does not actually attach those descriptions to the selected file.

Be sure to click *Add Attachment*. If you do not click **Add Attachment**, the file will not be included with your submittal and the project will be returned as incomplete.

Repeat this process for each attachment file you want to add to the project.

Please do not attach copies of EXISTING MIHP forms, National Register nominations, Determination of Eligibility forms, archaeology reports, etc. that the preparer has obtained from Medusa, as MHT already has this documentation.

1. Primary Contact 2. Overview 3. Project Details 4. Location 5. Historic Properties 6. Attachments 7. Review

Section 6 – Attachments ?

Attachments are required! Please attach all relevant project documentation. The file size limit is 60MB. Accepted file types: doc, docx, pdf, png, txt, rtf, jpg, xlsx, zip.

Attached Files:

Filename	
NPA_MHT Letter_Hurley Ave Bridge Replacement_signed.pdf	Edit Delete
Attachment 1_Plans.pdf	Edit Delete

Step 1: Locate your file

No file chosen

Step 2 (Optional): Tell us what your file contains (Check all that apply)

☒ Submittal Letter ☒ Expanded Description

☐ Drawings ☐ Photos

☐ Maps ☒ Other

Step 3: Add your file ?

When you are done adding all your files, you should see them listed with their file name under the *Attached Files*.

From Section 6 you can [Edit](#) | [Delete](#) any of the attached files as needed.

The types of required attachments include:

- Project Description, Scope of Work, Site Plan and/or Construction Drawings.
- Aerial or Google Map with location and boundary of project clearly marked.
- Photographs (digital or scanned) of the project site including images of all relevant buildings and structures that appear to be 50 years old or older.
- If applicable, please attach copies of NEW reports, MIHP/DOE forms, and MS Access DOE databases. Please do not use e106 to transmit any cultural resources report over 50 pages in length or digital photo files for MIHP/DOE forms (i.e. archival photo CDs). Please mail these items to the Maryland Historical Trust, Project Review & Compliance, 100 Community Place, 3rd Floor, Crownsville, MD 21032.
- If applicable, state and federal agencies should include a cover letter or memo with a signature block for MHT comments and/or concurrence.

Note: The e106 system has limitations on the size of attachments it will accept. Please limit the size of your individual files to **25MB**. Multiple files can total greater than 25MB. If you have a submittal with large attachments such as plans, DOE forms, etc. – please contact your project reviewer or email us at mht.section106@maryland.gov to coordinate submittal of the attachments outside of the e106 system.

Section 7 – Review & Submit

Section 7 allows you to review all the information entered in previous steps, and see the names of your attached files, prior to submitting your project to MHT. For demonstration purposes, Section 7 is illustrated below as multiple screens. In the e106 application, Section 7 is a single continuous table that the user can scroll down. The operation to *Submit to MHT* is located at the bottom of the page.

Section 7 - Primary Contact

[1. Primary Contact](#) [2. Overview](#) [3. Project Details](#) [4. Location](#) [5. Historic Properties](#) [6. Attachments](#) [7. Review & Submit](#)

Section 7 – Review & Submit ⓘ

Please review your application and when you are ready, click on Submit to MHT.

Project Name: Replacement of Bridge No. MR-03, Hurley Avenue, Rockville

PRIMARY CONTACT		Edit
Contact Name	Joe Smith	
Submittal Source	Agency	
Company/Agency/Organization	MDOT State Highway Administration	
Mailing Address	707 N. Calvert Street	
City	Baltimore	
State	MD	
Zip	21201	
Email	example@maryland.gov	
Phone Number	123-456-7890	
Secondary Contact (if applicable)		
Agency/Project Sponsor	City of Rockville DPW	
Email	example@maryland.gov	

Section 7 continued – Project Overview and Project Details

PROJECT OVERVIEW		Edit
Project Name	Replacement of Bridge No. MR-03, Hurley Avenue, Rockville	
Pre-application?	<input type="checkbox"/>	
Submittal Type	A new project	
Primary Agency	Federal Highway Administration	
Project Number		
Secondary Agency (if any)	State Highway Administration	
Secondary Project Number	SP123G4G	
Project Description	The City of Rockville proposes to remove and replace Bridge No. MR-03. The project will also include stream restoration.	
PROJECT DETAILS		Edit
Project Activity		
This project includes:	New Construction , Demolition	
Other		
Existing Buildings		
Existing Buildings?	<input checked="" type="checkbox"/>	
Approx. Date of Construction	1969	
Past and Present Land Uses		
Past and present land uses:	Developed (residential, commercial)	
Additional Notes (if any)		
Project Types		
Project Types:	Shoreline/waterways (piers, bulkheads, dredging, aquaculture) , Transportation improvements (roads, bridges, rail, transit, air, port)	

Section 7 continued – Project Location, Identification of Historic Properties, and Attachments

[Note that Section 7 lists the attached files by their names – see red circle below.]

PROJECT LOCATION Edit

Address

City Rockville

State MD

ZIP Code

County Montgomery County

Vicinity or General Description Hurley Avenue over unnamed tributary of Watts Branch, west of MD 28

Latitude

Longitude

Waterway

IDENTIFICATION OF HISTORIC PROPERTIES Edit

Historic Properties: Previously subject to archeological investigations (Leedecker & Friedlander 1986)

ATTACHMENTS (Remember: attachments are required!) Edit

Attachment list below ?

Filename

NPA_MHT Letter_Hurley Ave Bridge Replacement_signed.pdf

Hurley Ave BridgeAttachment 1_Plans (1).pdf

Previous Save and Return Later Submit to MHT

Please review for accuracy and completeness of information. Be sure to include all required attachments.

Once you have reviewed your information in Section 7 you can either:

- **Save and Return Later** – which saves the record, and it will remain on your *Not Yet Submitted* Dashboard for future edits or submittal; or
- **Submit to MHT** – which sends the project submittal to e106 for threshold review, and it will now appear in your *Submitted* Dashboard as a read-only record.

MHT e106 Online Project Submittal System

Online Submitter Dashboard

Create a New Project

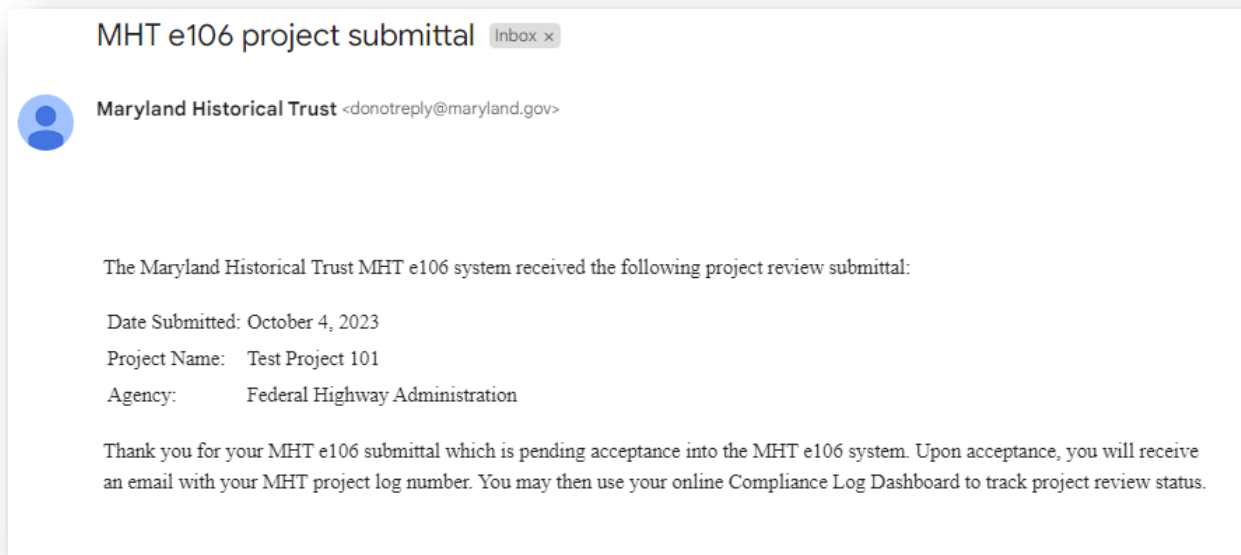
☐ Not Yet Submitted ☒ Submitted ☐ Pending MHT Review ☐ Completed MHT Review ☐ Not Accepted

Search: Project Name or Log #

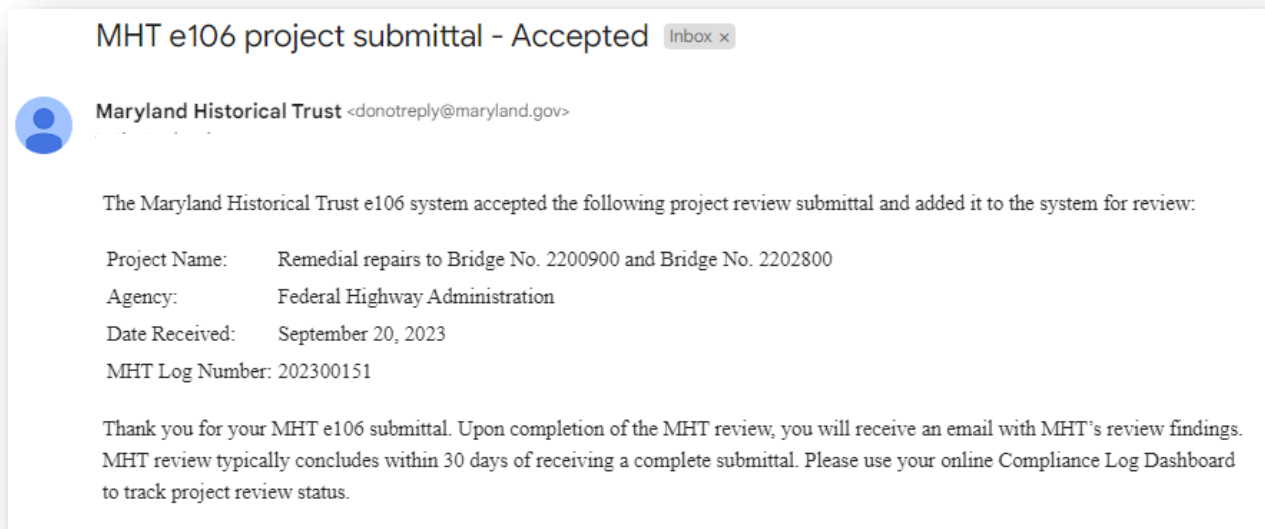
Date Submitted	Project Name	Agency	Project Number	Status
10/4/2023	Test Project 101	FHWA	FHWA No. 1234	Submitted

First Previous Next Last Page 1 of 1

After you have formally submitted your project to e106 you will receive an auto-generated email to your e106 account indicating that the e106 system received your review request:

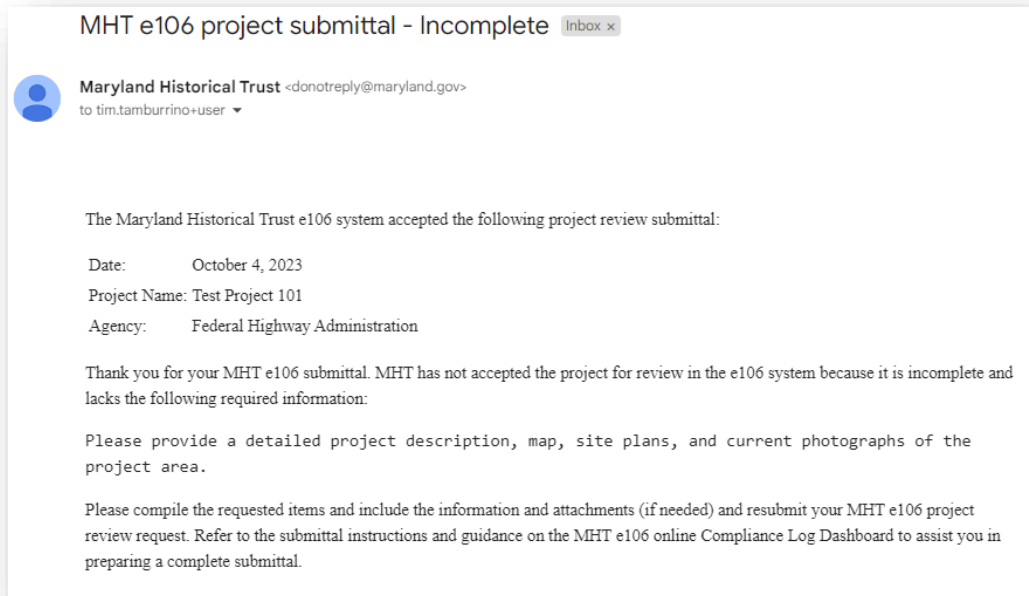


Accepted Submittals: When MHT completes its threshold review of your submittal and accepts it for review, you will receive an auto-generated email to your e106 account stating that the e106 system has accepted your submittal for review and providing you with the MHT log number. The project will now appear on your *Pending MHT Review* Dashboard.

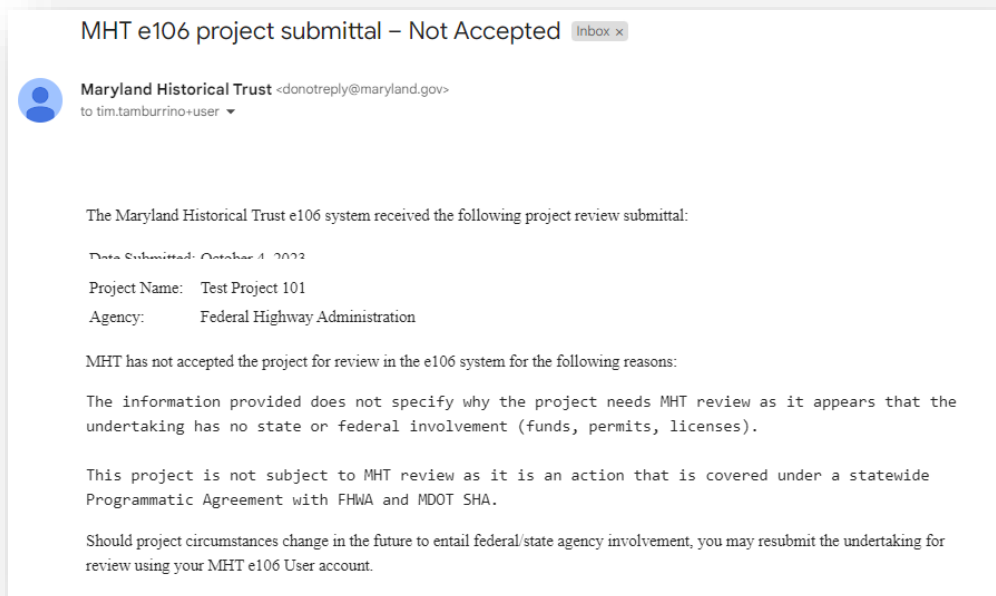


Incomplete Submittals: If MHT threshold review determines that your submittal information is incomplete or insufficient for review, you will receive an auto-generated email to your e106 account identifying what information needs to be provided. The project then returns to your *Not Yet Submitted* Dashboard where you can edit the record, add attachments, and resubmit to MHT when ready.

Please note that the initial assessment of 'completeness' for a project submittal is based on cursory threshold review only. Once MHT commences substantive review of the project, staff may identify further information needs.

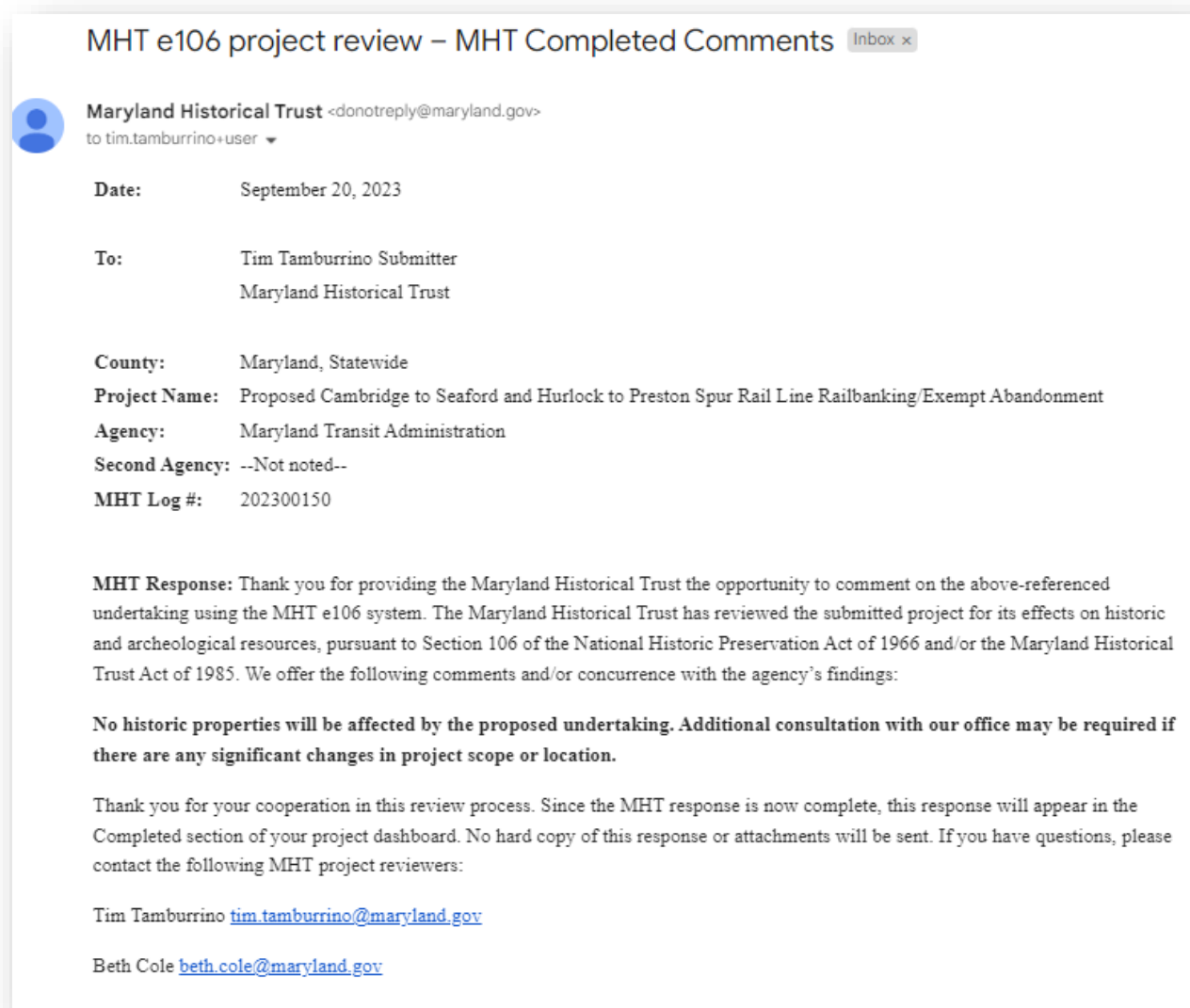


Not Accepted Submittals: If MHT threshold review identifies that your project is not subject to MHT review under Section 106/MHT Act, e106 will not accept the submittal. You will receive an auto-generated email that states why the project was not accepted into the E106 system. The project will move to your Not Accepted Dashboard in read-only form.



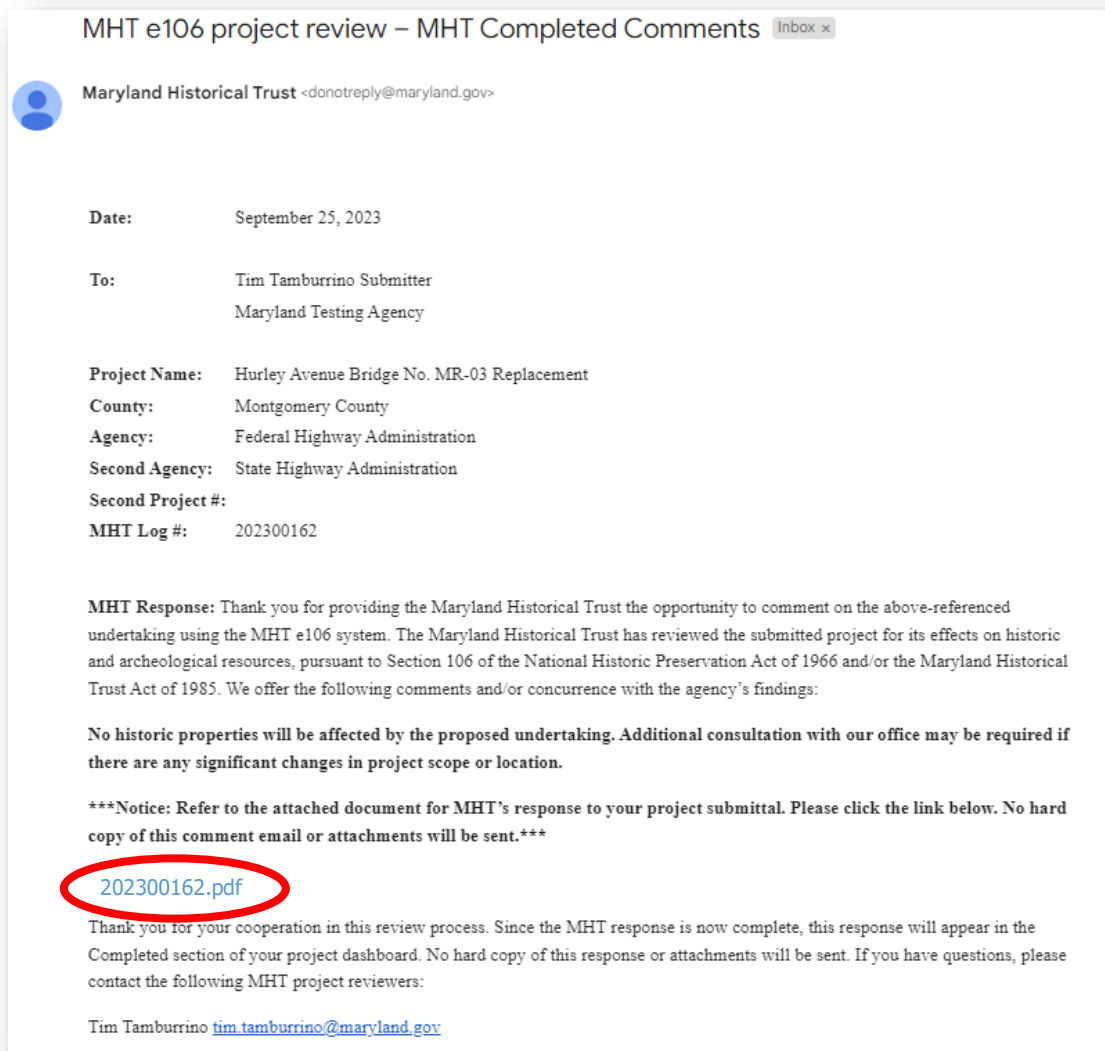
MHT Response via Email Only Option: When MHT completes its review of your submittal, it may choose to provide its formal comments via email when appropriate. This may occur where MHT makes/concurs with a finding of no historic properties, no effect on historic properties, no adverse effect/conditional no adverse effect on historic properties, or provides a simple request for additional information or other comment. Please note, when an agency has provided a formal MHT concurrence line or signature page as part of its submittal – that will be MHT’s preferred method of response. In such circumstances, MHT Reviewers will use the *Email with Attachment* option as explained on the next page.

When MHT has completed its review of your submittal and chooses to provide its response via *Email Only*, the MHT e106 system will send an email to the e106 user that summarizes the project details and provides the official MHT response or effect finding (see email example below). The e106 user’s *Completed MHT Review* dashboard will also contain a link to the Response PDF of the email.



MHT Response via Email with Attachment Option: When MHT completes its review of your submittal it may choose to provide its response in a letter or as a signature on an agency's concurrence line or comment page. MHT will prepare a letter when it has substantive comments on an undertaking such as when there is a potential for adverse effects to historic properties, a detailed request for additional information/DOE/or archeological investigations, documentation consultation for a state bond bill funded undertaking, and when providing comments on mitigation measures submitted pursuant to an agreement document. Again, when an agency has provided a formal MHT concurrence line or signature page as part of its submittal – that will be MHT's preferred method of response. MHT Reviewers will use the *Email with Attachment* option to return a response letter or an agency-provided concurrence document as a PDF attachment.

When MHT has completed its review of your submittal and chooses to provide its response via *Email with Attachment*, the MHT e106 system will send an email to the e106 user that summarizes the project details and provides the official MHT response or effect finding via a link to a PDF copy of MHT's response (see email example below). You can open the Response PDF from the link in the email. The e106 user's *Completed MHT Review* dashboard will also contain a link to the Response PDF.



MHT e106 Online Project Submittal System
Online Submitter Dashboard

Create a New Project

☐ Not Yet Submitted ☐ Submitted ☐ Pending MHT Review ☒ Completed MHT Review ☐ Not Accepted

Search:

Date Received	Log Number	Project Name	Agency	Project Number	Review Code	MHT Response Date	Link to Response PDF
9/25/2023	202300162	Hurley Avenue Bridge No. MR-03 Replacement	FHWA		No historic properties in APE	9/25/2023	View Response PDF

Concurrence with MDOT SHA's Determination(s) of Eligibility and/or Effects
for Local Public Agency Projects

Project Number: 12345 MHT Log No. 202300162
Project Name: Hurley Ave. Bridge No. MR-03 Replacement
County: Montgomery
Letter Date: M/D/Y

The Maryland Historical Trust has reviewed the documentation attached to the referenced letter and concurs with the MDOT State Highway Administration's determinations as follows:

Eligibility (as noted in the Eligibility Table [Attachment N/A]):

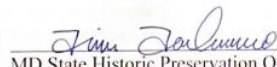
☐ Concur
☐ Do Not Concur

Effect (as noted in the Effects Table [Attachment N/A]):

☒ No Properties Affected
☐ No Adverse Effect
☐ Conditioned upon the following action(s) (see comments below)
☐ Adverse Effect

Comments:

By:


MD State Historic Preservation Office/
Maryland Historical Trust

9/25/2023

Date

Return by U.S. Mail or Facsimile to:
Mr. Steve Archer, Acting Assistant Division Chief, Environmental Planning Division,
MDOT State Highway Administration, P.O. Box 717, Baltimore, MD 21203-0717
Telephone: 410-545-8508 and Facsimile: 410-209-5046

cc: Groesbeck
Spranger
Tardy

For questions and assistance with using e106, please contact MHT's Project Review & Compliance staff at
mht.section106@maryland.gov.